

To: Holy Redeemer Parents
Re: Volunteer Opportunities

Dear Holy Redeemer Families,

As this year is quickly coming to a close it is time to start planning for the next. Enclosed with registration is the volunteer sign-up sheet.

We at Holy Redeemer have ample opportunities for our children. It is our privilege to support our wonderful staff and enhance the educational opportunities our children are exposed to every day.

This could not be done without parents stepping up to the plate and volunteering their time and talents. As stated in our handbook it is a **requirement of each family to volunteer for a minimum of two committees per year**. Please consider this your opportunity to choose the committees that most fit your talents.

Many of the committee chairpersons are returning again this year. If you have an interest in co-chairing a committee, please make a note of that on the sign-up sheet. It is a great way to learn how to manage a committee without the fear of doing it by yourself. Eventually the parents who have chaired committees will no longer have students in HRS, so therefore would not be offering their service.

Please note that Camp Foley and the 8th Grade Carnival do not count as volunteer projects. Camp Foley is a project for 6th grade parents and the carnival is a project for 8th grade parents.

For your convenience a committee sign-up sheet is attached. We are asking that each family consider what they can do for our children, fill out the attached document and return it to the school office by **May 15th**.

Descriptions of each committees' duties/responsibilities can be found on the school website: www.holyredeemerschools.com. Click on: 'Parent' tab then 'Resources' and finally 'Parent Volunteer Committee Descriptions.'

Thank you for your prompt attention. Holy Redeemer volunteers are the best!

School Committees and Activities

Summary of Committees, Chairperson(s) and Event Dates

5th – 8th grade Field Trip: The 5th – 8th grades annually take a field trip to the Minneapolis or Sioux Falls area. Sites and activities they have included in the trip are the Minnesota State Capitol, Science Museum, St. Paul Cathedral, EROS Data Center, and theatrical plays. Volunteers must be Virtus trained.

Event date: To Be Announced

Chairperson(s): *Middle School Teachers*

Number of Volunteers Needed: Minimum of one volunteer per homeroom.

Apparel Sales: This committee meets to select apparel such as sweatshirts, winter headbands, book bags, etc. that are available for sale a minimum of twice a year. Notifications of sales are sent to parents in the Thursday family folders. Apparel sold is for marketing purposes.

Chairperson(s) Sara Haney and Jessica Reinhart

Number of Volunteers needed: (5-6)

Band Parent Assistants: This committee will assist the band director when the HRS band is in parades etc. The committee could also act as a sounding board for the band director.

Chairperson(s): Allen Chace

Number of Volunteers Needed: 5

Book Fair: This fundraiser is the main source of income for providing materials (excluding magazine subscriptions) for the school library. The book fair requires a number of parent volunteers who are enlisted to help with the set up and dismantling of the shelving and materials, processing the purchases and advertising of the fundraiser itself. Each student and family is provided the opportunity to “shop” the book fair. It will be held in December during the week of the Camp Foley breakfast.

This fundraiser not only provides a wonderful tool of supplementing the school library or your personal home library, but also allows the teachers to make “wish lists” for new reading material within their classrooms for which parents can “gift purchase” if they so choose.

Event date: Watch Thursday folder for details.

Chairperson(s): Alyssia Coudron

Number of Volunteers Needed: 10

Box tops for Education: This fundraiser is as simple as cutting the “Box Tops” label from General Mills products. Everyone is encouraged to participate. Once you have an amount collected, simply send them to school with your child. The box tops are counted and forwarded to the company. The company in turn reimburses the participating school with a check. In past years, the box top project has raised over \$1,200 a year! Those funds have helped with many classroom expenses. This project can be done from home.

Chairperson(s): Glenda Deutz

Number of volunteers needed: 5

Building Improvement: This committee will be contacted when improvements/building projects are needed at the school.

Chairperson(s): To Be Determined

Number of volunteers needed: TBD

Chapel Environment: This committee provides the liturgical seasonal enhancement of the school's chapel. It meets in the fall of the year. At that time, plans are made for the school year in relation to cleaning, repairing, etc. of the chapel. The committee divides into mini teams and chooses a liturgical season. They are then responsible for having the chapel environment ready before Mass on each Thursday.

Chairperson(s): Ruth Lanoue

Number of Volunteers Needed: 5 – 10

Coach 4-8 Basketball or 7/8 Volleyball: Parent volunteers willing to coach boys' or girls' basketball for students in fourth through eighth grades with the season beginning the end of November and is done the end of January. Volleyball for 7/8 girls begins in August and the season is over in October. Volunteers must be Virtus trained.

Chairperson(s):

Number of Volunteers Needed: 5

Faculty & Staff Appreciation Luncheon: This luncheon is given in the spring for the teachers and staff as a thank you from the parents for the school year. Holy Redeemer parents prepare and serve food.

Date: Watch Thursday folder for date

Chairperson(s): Jennifer Thomas

Number of Volunteers Needed:

Food Donations: 40

Servers: 5

Float for SMSU Parade Committee: This committee organizes a float for the annual SMSU Homecoming Parade. This enables Holy Redeemer School to be seen as an active member of the community. A parent with a truck is needed to pull the float in the parade. Parents, with their children, hand out tokens of the school (e.g. pencils) along the parade route in addition to riding the float. Organizational meetings as needed are held prior to parade date.

Parade date: late September/early October.

Chairperson(s): Bruce and Kristen Maeyaert

Number of Volunteers Needed: 5 – 10

Home Room Parents: Homeroom parents assist the classroom teachers with various projects. Many of the teachers enlist the help of the homeroom parents for the classroom parties (e.g. Christmas, Valentines, etc.) It is encouraged that the homeroom parents arrange a class social to welcome new students. Each grade will have different opportunities available to provide service to your child's classroom.

Number of Volunteers Needed: Minimum of 1 or 2 per class.

Kindergarten Round Up: This event is generally held the end of March. It is an opportunity for future kindergarten students and their parents to learn about bussing, health requirements, lunch, what happens in a typical day and visit with kindergarten teachers about life in kindergarten. Volunteers may be asked to be greeters, contact potential families, provide a centerpiece for the registration table or help with lunch.

Event date: Watch Thursday folder for date and details

Chairperson(s)

Number of Volunteers Needed: 5

Spring Fling Banquet: The Spring Fling Banquet is a fundraiser for all Catholic education of the parish. Many volunteers are needed with subcommittees of publicity, soliciting items for auction, developing a theme and menu, set up/decorating, silent auction, live auction and clean up to name a few.

Event date: To be determined

Chairperson(s): to be determined

Number of Volunteers Needed: 40

Magazine Drive: The Magazine Drive is a line item on the school budget. Its success is a success for each family as it keeps the tuition increases to a minimum. The school benefits by receiving a percentage of the gross sales.

The kick-off is held early fall. Your objective is, through contacting as many “non Holy Redeemer School” families, individuals, and businesses both locally and across the country, to solicit the renewal or new subscriptions of various magazines, encourage online renewals, and offer items from other catalogs. Each student will receive a packet of information pertaining to the subscription rates, order forms, order turn-in dates, and prize information.

This fundraiser enlists many parent volunteers, from 5 to 16, depending on the day’s activity. The volunteer responsibilities range from prize distribution to order tallying.

Event dates: September-October

Chairperson(s): Joy Springborg,

Number of Volunteers Needed: 50

Missoula Children’s Theatre: This committee does the advertising, fundraising, coordination and supervision of the Missoula Children’s Theatre which is brought to Holy Redeemer School the third week of October. All volunteers working together makes this event an easy one to participate in.

Chairperson(s): B.C. Franson

Number of Volunteers Needed: 15

New Family Welcoming Committee: This committee serves as the “welcoming group” to new Holy Redeemer School families. Fellow HRS families, who currently have a child attending the school, personally contact the families. They are available to answer any questions the new family may have regarding the school and/or community. Committee will be contacted in the mid-summer prior to school year.

Chairperson(s): Jeny Bauer

Number of Volunteers Needed: 8

Open House/Supper: This has become an annual event for the school held the week prior to the beginning of school year. The *open house* is meant as a way to help families and students to prepare for the first day of school by being able to come to their classrooms, drop off their supplies, meet or re-greet their teachers and see old friends.

The proceeds from the *supper*, which is held in conjunction with the open house, are used for purchasing assignment notebooks for 4th – 8th grade students who want them.

Event date is the last Wednesday before school starts.

Chairperson(s): Connie Moen

Number of Volunteers Needed: 20

Phone-a-thon Committee: The Phone-a-thon is an annual event held in late winter or early spring. Its purpose is to raise money for the Holy Redeemer School Foundation. The interest earned from this account is used for various school needs as determined by the school administration.

The event is held over two consecutive days with some preparation work done prior to the calling. During that time, current Holy Redeemer School parents, alumni, etc. are contacted via telephone and requested to place a pledge/donation. For each day of calling, 5 to 10 individuals are needed.

Chairperson(s): Beth Ritter

Number of Volunteers Needed: 5 – 10. Watch your Thursday folder for dates of the event.

Referee Basketball Games – Parent volunteers are needed to referee basketball games during December and January.

Chairperson(s):

Number of Volunteers Needed: 4-6

Referee Volleyball Matches – Parent volunteers are needed to referee volleyball games during September and October.

Chairperson(s):

Number of Volunteers Needed: 2-3

Spelling Bee: Holy Redeemer School has a Spelling Bee for grades 3 – 8. This Spelling Bee is usually held in January. All students take a written test, and the top spellers advance to the oral Spelling Bee. Grades 3 -5 compete together, and grades 6 – 8 compete together. The top speller from the grades 6 – 8 oral Spelling Bee advances to the Regional Spelling Bee sponsored by the Southwest Minnesota Service Cooperative. Regional Spelling Bee finalists advance to the Minnesota State Spelling Bee. Judges, pronouncers and time keepers are needed.

Event date: January

Chairperson(s): Teacher Representative

Number of Volunteers Needed: 10

Task Force: This committee serves as an advisory committee and meets monthly or according to required tasks for each of the following. There are Task Force groups for:

Technology

Marketing,

School

Chairperson(s): To Be Determined

Number of Volunteers Needed: 10

Call me whenever needed: Families not choosing options from above will be placed in this category as everyone's help is needed to make our committees successful!

Holy Redeemer School Committee Sign-Up

As members of Holy Redeemer School each family is required to participate on at least **two volunteer committees**. We understand that life gets busy. Fortunately these committees offer a wide variety of talent and time.

Please fill out and return this sign-up sheet to the Holy Redeemer School office by May 15th. OR enter your preferences in Fast Direct. After logging in click on 'view/edit parent information' at the top of the screen. Scroll down to WILDCARDS and enter your selections on the appropriate lines (Volunteer Committee First Choice, Second Choice, etc.).

Committee Choices

Our family will assist with the following committees:

- 5th Grade Field Trip
- 6th Grade Field Trip
- 7th Grade Field Trip
- 8th Grade Field Trip
- Apparel Sales
- Band Parent
- Book Fair
- Building Improvement
- Chapel Environment
- Coach 4th, 5th, or 6th Boys Basketball
- Coach 4th, 5th, or 6th Girls Basketball
- Coach 7th/8th Volleyball
- Faculty & Staff Appreciation Luncheon
- Float for SMSU Parade
- Homeroom Parent
- Kindergarten Round-up
- Spring Fling Committee
- Magazine Drive
- Missoula Theatre
- New Family Welcome
- Open House – Fall (August)
- Phone-a-thon
- Referee Basketball
- Referee Volleyball Games
- Spelling Bee
- Task Force Committee
- Technology
- Marketing
- Stewardship
- Call me whenever needed

Family Name: _____

Phone #: _____

E-mail: _____